Shift Sign-Up How To

I was asked to write a VERY simple shift sign-up sheet by Bill Hersman. He gave me a direction how the NPDG shift sign-up page should look like. Please E-mail me if you think that I should change or improve

Visit the NPDG shift login page, http://attila.unh.edu/cgi-bin/welcome.pl first. From the "Shift User Name" scroll menu, please select your name. If your name is missing or your name should not be listed, please let me know. After the selection of your name, type your password.   The initial password is set as "npdg_[your institution abbrev.]. For example, if you are at Los Alamos National Lab, the password is npdg_lanl. If you are at U. of Michigan, it is set as npdg_umich. I got hints on the institution abbreviations from your E-mail addresses. Please send me E-mail if you cannot guess your initial password correctly. If you enter the correct password for the corresponding login name, you will move onto the next page which has two fields, "My Account" and "Shift Sign-Up and Shift Schedule".

"Shift Sign-Up and Shift Schedule" has only one clickable item, "Entire Schedule". When you click "Entire Schedule", it will take you to the next page, where you can select the range of desired dates. After specifying the range of dates, you can submit the form. It will take you to the shift schedule page for the selected dates. The first column is the dates and the remaining five columns are for entering your name into one of the open spaces. Note that some spaces already have names. If the name is your name, it should have a selectable button next your name just like the open spaces. If the name belongs to someone else, you shouldn't see a selectable button next to the name. By selecting or unselecting the clickable buttons, you can sign up or un-sign up your shifts. After your selection is finished, don't forget to click the submit button on the top. This actually puts your work into the data base and displays the new information.   If you want to modify your schedule further, you can redo these processes again and resubmit.

Changing back to "My Account" field, you will see three clickable items. Clicking "My shift schedule" will take you to the page for selecting the range of desired dates. After the selection of dates, it will take to the next page where you can see the summary of your shifts that you already took or you will take in future.

Clicking "E-mail address" will take you to a page where you can modify your current E-mail address. You need to type in your current password after the modification.

Clicking "Password" will let you change your current password. I suggest that you use a password that you don't normally use. Your password is saved unencrypted in our database even though it is passed encrypted from your computer to the server.

Anyways, I find that the shift sign-up sheet is almost self explanatory for people experienced in web browsing and I am afraid that this document might confuse people, instead of help.   Please comment on this document, too.